

NEW HAMPSHIRE DEPARTMENT OF SAFETY
Division of Fire Standards & Training
Richard M. Flynn Fire Academy
Mailing: 10 Hazen Drive, Concord, NH 03305
Location: 222 Sheep Davis Road, Concord, NH
Phone: 603-271-2661 Fax: 603-271-1091 Toll Free: 1-800-371-4503

Academy Use Only
Policy *****

Prop and Apparatus Reservation Form OFF Campus

All fields must be completed prior to acceptance

Agency Name: _____
Address: _____ Contact Name: _____
Phone: _____ Cell: _____
Email: _____

Date(s) of reservation: _____ to _____
Time(s) of reservation: _____
Program Name: _____
Number of users: _____

Props:

☐ A Trailer ☐ LP Burn Pans Tr. ☐ LP Emergency Tr. ☐ Extinguisher prop
☐ SCBA Trailer ☐ Haz-mat Trailer

Apparatus:

☐ Engine 1 ☐ Rescue 1 ☐ Utility 2 ☐ Air Trailer 1
☐ Ladder 1 ☐ Utility 1 ☐ Utility 4 w/ Crane ☐ Air Trailer 2

Terms of Reservation:

All prop reservation requests shall be forwarded to the NHFA through the Field Captain that represents the organization making the request. Prop reservations shall be made not less than 45 days prior to the requested date. All usage's are contingent upon the availability of qualified operators. Agency using the Fire Academy and props are responsible to have medical personnel on scene, and available during said training.

Mobile props shall be returned to the Prop Supervisor or designee no more than 3 days after the scheduled event.

The New Hampshire Fire Academy will contact the responsible party of a cancellation not less than 14 days of the date of the requested date.

I have read, understand, and agree with the terms of this agreement with the New Hampshire Fire Academy.

Applicants Signature: _____ Date: _____
Field Captains Signature: _____ Date: _____

For Academy Use Only

| Date Entered | Approved/Declined | Entered By |
|----------------|-------------------|------------|
| Received: | | |
| Scheduled: | | |
| Approval Sent: | | |